



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



V. J. BELLA
STATE FIRE MARSHAL

I. J. ...KE* FOSTER, JR.
GOVERNOR

POLICY MEMORANDUM

TO: ALL OSFM EMPLOYEES
FROM : V. J. BELLA *VJB*
STATE FIRE MARSHAL
SUBJECT: OSFM POLICY
DATE: JULY 17, 2001

Re: Investigation and/or Handling of
Anonymous Citizen Complaints

Though the Fire Marshal's Office is tasked with enforcement of a wide variety of Codes, Rules, and Regulations, it has come to the attention of this office that a great deal of time and effort has been and is being consumed in the formal investigation and resolution of uncorroborated, anonymous complaints of violation of these Codes and standards. Effective this date, the following shall be the policy of the Office of the State Fire Marshal regarding such anonymous complaints:

Anonymous, uncorroborated complaints of violation of Codes, Rules or Regulations enforced by the Office of the State Fire Marshal, whether received by voice or letter, shall be investigated only at the explicit direction of the DSFM Manager, Administrator, Chief Architect, or the Fire Marshal.

- a. The supervisor or employee receiving the complaint shall make every effort to determine the identity of the complaining party, as well as elicit as much pertinent information regarding the allegation as possible.
- b. Confidentiality of informant information shall be maintained in a manner consistent with the Public Records Act.
- c. The DSFM Manager, Administrator, Chief Architect, or the Fire Marshal, as appropriate, shall be advised of the fact(s) of such anonymous allegation, whereupon it shall be their determination whether a formal inquiry is to be conducted.

Revisions to the Policy and Procedure Manual of the Office of the State Fire Marshal are scheduled for August, 2001. At that time, this policy shall be included in the appropriate Procedural Order(s).

VJB/MLR

6001

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OFFICE OF STATE FIRE MARSHAL, CODE ENFORCEMENT, AND BUILDING SAFETY

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